FUNDRAISING POLICY & PROCEDURES

Rationale:

Fundraising contributes to the school's ability to subsidise a diverse range of programs and projects within the College.

Fundraising introduces students to the concept of benevolence within the wider community and develops student unity and purpose.

Aims:

- To regulate fundraising activities within the College that:

    - support nominated projects and programs within the College;

    - support selected charities nominated by the student representative body.

Implementation:

1. All fundraising activities are to be checked against the College diary and a proposal submitted for approval (using the attached document) by the College Council Finance sub-committee, in accordance with Department of Education and Training (DET) guidelines.

2. A school fundraising calendar will be developed by the College Council Finance sub-committee to coordinate and rationalise fundraising across the school year.

3. All fundraising activities involving food must include at least one person who holds a Food Handlers Certificate.

4. All fundraising monies will be accounted for in accordance with DET financial guidelines and policies.

5. Profit (and losses) associated with fundraising activities will be reported to School Council.

6. Fundraising for individual students or families will be considered in exceptional circumstances only (In such cases funds raised will be held by the school and disbursed to the families as needed).

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by College Council on 18 September 2017.

Fundraising Event Proposal

LOWANNA COLLEGE
Broader Horizons

To be submitted to the College Council, Finance Sub-committee for approval prior to event confirmation.

Name of event:	
Details:	
Proposed date of event:	............./.............../...............　　**Time:**
Proposed location:	
List of proposed costs involved:	
Contact person:	
Estimated profit:	
Proposed destination of funds:	
Approval:	**School Council Signatory:** Name: .... Signature: .... Date: ..../.............../..............